

**CITY OF SANDPOINT**  
**REQUIREMENTS FOR OBTAINING A BUILDING PERMIT**  
**CALL BEFORE YOU DIG - 1-800-626-4950**

**\*\*\* ALLOW 7 TO 10 DAYS FOR THE PERMIT PROCESS \*\*\***  
**NO WORK WILL COMMENCE WITHOUT A PERMIT**

**24 HOUR NOTICE FOR ALL INSPECTIONS**

A \$30.00 Re-Inspection Fee will be assessed for each re-inspection required. Re-inspections are required when the Building Official arrives at the job site, at your request, and the work to be inspected is not ready for inspection or was not corrected per the applicable IRC (International Residential Code) or IBC (International Building Code). To avoid the Re-Inspection Fee, it is the Contractor's responsibility to notify the Building Department at (208) 263-3407 at least two hours prior to the scheduled inspection time to cancel or reschedule the inspection.

If any work on the project is begun prior to application for a building permit and authorization to begin work by the Building Department, an investigation fee will be added to the cost of the building permit fee. The investigation fee will be equal to the amount of the building permit fee required by this code.

*R105.3.2 Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.*

**CITY BUILDING PERMITS APPLICATIONS**

1. Identify and describe the work to be covered by the permit for which application is made.
2. Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and locate the proposed building or work site.
3. Indicate the use or occupancy for which the proposed work is intended.
4. Application must be accompanied by ***ONE COMPLETE SET OF PLANS DRAWN TO 1/4" SCALE AND A PDF FILE*** (plans will not be returned) indicating the following:
  - a. Plot or Site Plan with lot size, all existing structures on property, distances to property lines, new building height, as well as driveway, sidewalk, curb cut locations and erosion control plan..

- b. Floor Plan that shows dimensions and total square footage of the structure including the size and dimensions's of all headers. Window and door sizes and types shall be clearly shown, as well as their respective U-Values. In addition, R-Values shall be indicated for all insulation, as well as provisions for air sealing control.
- c. Heating system type, size and location. If natural gas or LP, provide piping, venting and ducting details.
- d. Footing and foundation plans.
- e. Ventilation size, type and location. Size, type, and location of fresh air vents.
- f. Typical wall cross-section.
- g. Framing Plans for roof and floor including shear wall locations.
- h. An engineered design may be required for any residential building if the structure is beyond standard light frame construction under the IRC.
- i. **Commercial Building** - plans must be stamped by an Idaho licensed engineer or architect.
- j. Parking Plan to be in accordance with city ordinances.
- k. A separate permit is required for gas installations. But plans submitted for building permit shall show all gas appliances and vents and combustion air openings.
- l. Energy code requirements:
  - Rescheck – Residential
  - Comcheck – Commercial
- M. Stormwater Permit and Erosion Control
- N. HVAC – Manual J Design

#### **NEW CONSTRUCTION FEES:**

#### **PERMITS VALUED AT \$25,000 OR HIGHER WILL TRIGGER THE STREETSCAPE ORDINANCE AND SEWER LATERAL IMPROVEMENT PROGRAM**

Building Permit Plan Check Fee: (65% of Building Permit fee) paid in full at time of permit submittal.

Building Permit Fees: paid in full at time of permit approval/issuance. (No credit given for Plan Check Fee)

Residential – Per current Building Valuation Data Sheet  
 Modular/Manufactured Homes - \$20.00 single, \$40.00 Double, \$60.00 Triple (Res.27-91)  
 Commercial - per building valuation sheet or Bid cost which ever is more.

Development Fees: See Resolution 11-55 (attached) effective 12-29-2011 for fee schedule

**Water Fees:**

Water New User Fees - \$3389.27 (3/4") single family (per meter size factor)

Water Hookup/Meter - \$800.00 (3/4")

deposit towards cost

**Sewer Fees:**

Sewer/ER - \$4413.42 Single Family (Hookups completed by private contractors)

**Commercial Water/Sewer Fees** - to be determined by Public Works Department

**BEFORE WATER SERVICE IS GRANTED** an account with the Utilities department shall be opened. The City will install a water meter (as required for all new construction).(2-17-87)

**MISCELLANEOUS INFORMATION:**

The City is currently operating under the following:

1. 2012 International Building Code
2. 2012 International Residential Code
3. 2012 International Mechanical Code
4. 2012 International Fuel Gas Code
5. 2012 International Energy Conservation Code
6. 2012 NFPA Mechanical & Gas Piping (propane)

City of Sandpoint Sign Code

City Planning & Zoning Ordinances

Solid Fuel (wood stove) Heating Code - Appliance Permit \$22.00

Gas Code Permit Fees: 2002 Fee Schedule

Plumbing and electrical permits and inspections are handled by state officials as follows:

State Plumbing Inspector: 208 699 5443

State Electrical Inspector: 208 304 4485

Lead – the US EPA requires that renovation, repair and painting projects that disturb lead-based paint in pre-1978 homes, childcare facilities and schools must be performed by an EPA Certified Renovator working for an EPA Certified Firm and specific work practices must be implemented to prevent lead contamination. More information is available at 1-800-424-LEAD (5323) or <http://www2.epa.gov/lead>.

# BUILDING PERMIT APPLICATION

CITY OF SANDPOINT, IDAHO

Applicant to complete numbered spaces only.

JOB ADDRESS				
LEGAL DESCR. 1	LOT NO.	BLOCK	SIZE	TRACT
<input type="checkbox"/> SEE ATTACHED SHEET				
OWNER 2		MAIL ADDRESS		ZIP PHONE
CONTRACTOR 3		MAIL ADDRESS		PHONE LICENSE NO.
ARCHITECT OR DESIGNER 4		MAIL ADDRESS		PHONE LICENSE NO.
ENGINEER 5		MAIL ADDRESS		PHONE LICENSE NO.
LENDER 6		MAIL ADDRESS		BRANCH
USE OF BUILDING 7		MAIL ADDRESS		
8 Class of Work: <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> REMOVE				
9 Describe work:				
10 Change of use from				
Change of use to				
11 Valuation of work: \$				
SPECIAL CONDITIONS:				
APPLICATION ACCEPTED BY:		PLANS CHECKED BY:		APPROVED FOR ISSUANCE BY:
<b>NOTICE</b>				
SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATING OR AIR CONDITIONING. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 60 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 120 DAYS AT ANY TIME AFTER WORK IS COMMENCED.				
I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local laws regulating construction or the performance of construction.				
SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT (DATE)				
SIGNATURE OF OWNER (IF OWNER BUILDER) (DATE)				
<b>WHEN PROPERLY VALIDATED (IN THIS SPACE) THIS IS YOUR PERMIT</b>				
PLAN CHECK VALIDATION		CHECK	M. O.	CASH
PERMIT VALIDATION		CHECK	M. O.	CASH

JOB ADDRESS  
OWNER

PLAN CHECK FEE		PERMIT FEE	
TYPE OF CONST.	OCCUPANCY GROUP	DIVISION	
SIZE OF BLDG. (TOTAL) SQ. FT.	NO. OF STORIES	MAX. OCC. LOAD	
FIRE ZONE	USE ZONE	FIRE SPRINKLERS REQD. ( ) YES ( ) NO	
NO. OF DWELLING UNITS	OFFSTREET PARKING SPACES:		
	COVERED	UNCOVERED	
SPECIAL APPROVALS	REQUIRED	RECEIVED	NOT REQUIRED
ZONING			
FIRE DEPT.			
OTHER (specify)			

**PLOT PLAN**

REAR LINE  
RESIDENCE  
FRONT LINE  
SIDE LINE